



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Teacher Specialist of the Visually Impaired & Orientation and Mobility Specialist  
**Reports To:** Special Education Program Administrator  
**FLSA Status:** Exempt  
**Prepared By:** Special Education  
**Approved By:** Human Resources  
**Prepared Date:** 12/2012  
**Last Revised Date:** 12/2012

**Summary:** Teach and / or provide teaching support for elementary and secondary school subjects and daily living skills to students who are visually impaired

### **Essential Duties and Responsibilities:**

- Instruct students in reading and writing, using magnification equipment and large print material or Braille system
- Confer with parents, administrator, testing specialists, social worker, and others to develop individual educational program for students; attend IEPT meetings
- Plan curricula and prepare lessons and other instructional materials, according to grade level of students
- Transcribe lessons and other materials into Braille or large print for students who are blind and/low vision
- Review and correct completed assignments, using such aids as Braille writer, slate and stylus, or computer
- Arrange for and conduct field trips designed to promote experiential learning
- Instruct students in academic subject areas and daily living skills such as hygiene, safety, and food preparation
- Encourage students to participate in verbal and sensory classroom learning experiences to ensure their comprehension of subject matter, development of social skills, and ability to identify objects encountered in daily living
- Meet with parents to discuss how parents can encourage student's independence and well-being and to provide guidance in using community resources
- Generate and monitor progress towards the fulfillment of classroom and lesson objectives
- Provide Orientation and Mobility Instruction to students
- Counsel students
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

**Job Title: Teacher Consultant/Teacher Specialist, Visually Impaired  
& Orientation and Mobility Specialist**

**Education and/or Experience:**

Bachelor's degree (B.A.); one to three years satisfactory teaching experience with special education program experience preferred

**Certificates, License, Registration:**

Michigan K-12 Teaching Certificate; Special Education Endorsement in VI preferred

**Other Skill & Abilities:**

Effectively present information in front of groups and engage in audience  
Ability to communicate effectively including listening  
Keep administrator abreast of activity  
Works in a team oriented fashion  
Ability to efficiently use computer and applicable software  
Ability to problem solve  
Ability to read, analyze and interpret data  
Ability to write reports, correspondence, policies and procedures  
Maintains confidentiality  
Displays willingness to support and make decisions with sound judgment in timely manner  
Performs duties as workload necessitates  
Adapts to frequent changes in the work environment  
Uses equipment and materials properly  
Practices safe work habits

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.